Sample Purchase Order Approval Letter

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

Subject: Purchase Order Approval

I am writing to confirm the approval of the purchase order for the items listed below:

Purchase Order Number: [PO Number]

Order Date: [Order Date]

Items:

1. [Item Description] - Quantity: [Quantity], Unit Price: [Unit Price]

2. [Item Description] - Quantity: [Quantity], Unit Price: [Unit Price]

3. [Item Description] - Quantity: [Quantity], Unit Price: [Unit Price]

Total Amount: [Total Amount]

Please proceed with the order processing and delivery as per the terms outlined in our agreement. If you require any additional documentation or information, kindly contact our procurement department.

We appreciate your prompt attention to this matter and look forward to receiving the ordered items.

Sincerely,

[Your Name]

[Your Title]